



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>May 7, 1973</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. <b>DCS-11</b>		Date Received <b>MAY 17 1973</b>	Application No. <b>73-362</b>	Date Completed <b>MAY 18 1973</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Human Resources Division of Community Services - Youth Services 47 Trinity Avenue Atlanta, Georgia 30334</b>		4. Person to Contact <b>Mr. Charles Ray</b>		
		5. Working Title <b>Assistant Director</b>	6. Tel. No. <b>656-4464</b>	

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series  
**1967 - to date**

9. Exact Series Title  
**Urban Detention Centers Monthly Reports**

10. What is the function of the office in which this record series is created?

The Youth Services Unit, headed by the Assistant Director of Social Services, is responsible for the administration and supervision of programs in the State for youths. Included are (1) the administration of detention centers for juveniles (Youth Centers Administration), (2) the supervision of pretrial, trial, post trial, pre-detention and post detention services to juveniles in the State (Court Services Administration).

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the number of juveniles served by Urban Detention Center (not State administered). Included is a monthly report of services from Urban Detention Facility (population).  
Files are arranged alphabetically and thereunder by date.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
				In Office(s)	In Storage Area(s)		
<b>] Letter-size File Drawers</b>	<b>1</b>	<b>1.5</b>		<b>.25</b>	<b>.375</b>		
<b>Legal-size File Drawers</b>			<b>Floor Space Occupied (Square Feet)</b>	<b>7</b>			
				<b>This Year's</b>	<b>Last Year's</b>	<b>Preceding Year's</b>	<b>All Prior Years'</b>
			<b>AVERAGE DAILY REFERENCES</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [X] [ ]
- 14. Is there a duplication of this series in another office or agency? [ ] [X]
- 15. Is the information contained in this series ever summarized or published? [ ] [X]  
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [X] [ ]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]  
Juvenile Court Code
- 18. Could the function be performed if the files were lost or destroyed? [X] [ ]
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
- 20. Does the record series provide data as input to an EDP file? [ ] [X]
- 21. Does the record series contain documentation produced as EDP printout? [ ] [X]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [X]

24. REQUIREMENTS. The following requires the files to be kept 1 years:  
a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [X] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [X] FISCAL YEAR - [ ] OTHER \_\_\_\_\_, then:  
[X] Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):  
[ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):  
[X] Destroy.  
[ ] Transfer to State Archives for permanent retention.  
[ ] Destroy immediately after cut-off.  
[ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES		DATE
<i>Allen A. Spaullock</i>		5-7-73	<i>Charles E. Ray</i>		5-7-73
26. Recommendations in paragraph 25 are:	Agency Head/Designee	[X] Approved [ ] Disapproved	<i>William M. Dixon</i>		5-17-73
	State Auditor/Designee	[X] Approved [ ] Disapproved	<i>Carroll Hart</i>		5-16-73
	Secretary of State/Designee	[X] Approved [ ] Disapproved	<i>Robert J. Shell</i>		5-17-73
	Attorney General/Designee	[X] Approved [ ] Disapproved			

STATE RECORDS COMMITTEE